

LANCASTER COUNTY LAUNDRY SUPERVISOR

NATURE OF WORK

This is supervisory work coordinating the activities of the laundry facility in a county operated nursing facility.

Work involves planning, coordinating and supervising the staff and activities of an institutional laundry including ensuring work is performed in accordance with established procedures and sanitary standards. Work also involves preparing budget reports and monitoring budgetary expenditures; developing employee work procedures for the laundry process; preparing employee work schedules; and maintaining accurate records concerning the laundry process, employee training, daily production amounts and supplies utilized. Supervision is received from the Nursing Home Administrator with work being reviewed in the form of overall effectiveness of laundry operations and compliance with departmental, State and Federal standards and regulations. Supervision is exercised over Laundry Workers.

EXAMPLES OF WORK PERFORMED

Plan and coordinate the staff and activities of the laundry division to comply with departmental, State and Federal standards and regulations; ensure adequate supplies of linens and clothing are available for staff and residents; establish sanitation and infection control guidelines; maintain records pertaining to the laundry process, employee training, daily production amounts and supplies utilized.

Inventory and label residents' clothing upon admission and/or discharge; add or delete resident clothing items as instructed by social worker; resolve questions from family members or residents regarding clothing and apparel items which may have been lost or damaged.

Supervise, schedule and evaluate the work performed by Laundry Workers; prepare and present staff inservice training regarding equipment, proper laundry procedures and safety measures, and the maintenance of a sanitary work environment; attend organizational safety and infection control meetings.

Order washroom chemicals, linens and supplies; monitor and control usage of all supplies consumed; develop and implement policies and procedures for the laundry facility; maintain current awareness of changes in laundry field and in Health and Fire Department regulations.

Prepare budget reports and submit annual budget proposal; approve and monitor budgetary expenditures for the laundry division.

Receive and sort donated clothing items for use by residents in-house; maintain donated inventory at adequate level.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of proper laundry cleaning methods, procedures and materials.

Considerable knowledge of the operation and care of large commercial laundry equipment.

Considerable knowledge of fabrics and dyed materials and their reaction to soaps, bleaches and related cleaning agents.

Considerable knowledge of health, sanitary and safety practices involved in the operation of an institutional laundry facility.

Ability to plan, assign and supervise the work of subordinate staff members engaged in washing, drying, and folding linens, garments, and related items.

Ability to operate large commercial laundry equipment including washers, dryers, and related equipment.

Ability to establish and maintain effective working relationships with co-workers, residents, and family members.

Ability to work in high temperatures and under humid conditions.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus considerable experience in the operation and maintenance of commercial laundry equipment which includes some experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus experience in the operation and maintenance of commercial laundry equipment or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed nursing care facility as required by the State of Nebraska.

Approved by: _____
Department Head

Personnel Director

Revised 8/97

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